



## **Client Funds Policy**

### **Policy**

Northstar Community Services ensures person's in this program can retain the use and availability of personal funds or property, unless restrictions are justified in the person's treatment plan. All staff upon hiring will be trained in the following policy:

### **Purpose**

This policy defines the process of establishing financial guidelines per the person supported or their legal representative and how staff will implement this policy.

### **Procedure**

- A. All personal funds are separated from the funds of the license holder, the residential program and other supported persons.
- B. Upon admission to the program, the person supported, or the legal representative will complete a financial authorization form documenting that NORTHSTAR COMMUNITY SERVICES will ensure that the person supported can manage their own funds, or have NORTHSTAR COMMUNITY SERVICES manage their funds for them, how often NORTHSTAR COMMUNITY SERVICES will provide reports on financial statements of the individual to the guardian and case manager and the designated amount of cash on hand for the individual both in petty cash and non-accounted for money. This will be addressed annually or as the guardian requests and changes will be made as needed.
- C. The person supported, or legal representative may choose to utilize a checking account and /or savings account.
- D. A document receipt and disbursement system of the person's funds or other property will be made available upon request of the person or their legal representative.
- E. NORTHSTAR COMMUNITY SERVICES will annually survey, document, and implement the preferences of the person supported, the legal representative and

the case manager for frequency of receiving statements.

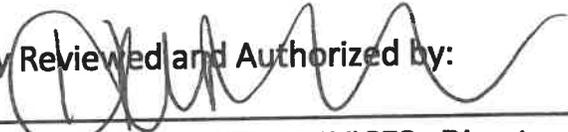
- F. Itemized receipts and disbursements of the person's funds or other property will be maintained and monitored daily.
- G. Returning funds and/or property: Upon the person or their legal representative's request, funds and property in the license holder's possession, subject to restrictions in the person's treatment plan, will be returned as soon as possible, but no later than 3 working days after the date of the request.

**The staff of NORTHSTAR COMMUNITY SERVICES must not and will not:**

- a. Borrow money from a person supported.
- b. Purchase personal items from a person supported.
- c. Sell merchandise or personal services to a person supported.
- d. Require a person supported to purchase items for which the license holder is eligible for reimbursement.
- e. Use person supported funds in a manner that would violate their rights.

Any infringement of this policy by the license holder and/or program staff will be reported under the vulnerable adult act and investigated by the NORTHSTAR COMMUNITY SERVICES Director.

Policy Reviewed and Authorized by:



12/15/21

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NORTHSTAR COMMUNITY SERVICES Director

Date

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NORTHSTAR COMMUNITY SERVICES Director

Date

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NORTHSTAR COMMUNITY SERVICES Director

Date

A copy of this policy is available for review upon request at the NORTHSTAR COMMUNITY SERVICES home.